



OFFICIAL RESPONSES TO VENDOR QUESTIONS RFP-2022-DLTSS-06-RATEB

No.	Question	Answer
1.	General: How many private providers will be submitting cost reports for rate build purposes?	Approximately 70
2.	General: How many providers are currently providing services to waiver participants?	Approximately 70
3.	Section 2, Background, Subsection 2.2, Background: <ul style="list-style-type: none"> a. Which Vendor completed the rate methodology for the BDS waivers in 2007? b. Is the Department currently working with a Vendor on restructuring the Developmental Disability waivers? c. When was the last time the Department performed a comprehensive review of their service continuum, including definitions? 	<ul style="list-style-type: none"> a. This information is unknown. b. See Subsection 2.2. c. The Developmental Disabilities Waiver was approved on August 18, 2021, and a review of current services is in process.
4.	Section 3, Scope of Work: What amount of time is the Vendor required to work onsite?	Please see Q8 and Section 3, Statement of Work, Subsection 3.2, Reporting Requirements, Paragraph 3.2.1.
5.	Section 3, Scope of Work, Subsection 3.1, Paragraph 3.1.1, Subparagraph 3.1.1.4:	Yes. This information will be shared with the selected Vendor.

New Hampshire Department of Health and Human Services
Rate Build Up Rate Setting



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	Will the Department share information relative to the rate modeling referenced in Subparagraph 3.1.1.4.?	
6.	RFP Q2: Is this question meant to identify any potential conflict of interest concerns? Are Proposers required to have prior working experience with BDS, the Area Agencies, and/or provider agencies for developmental services? Would the Department be open to revising the question to include all previous experience working with the Department?	Yes. No. No.
7.	Section 3, Scope of Work, Subsection 3.1, Paragraph 3.1.5: Does the Department prefer that stakeholder activities take place in person, virtually, or both?	See Q3. This is for the vendor to propose.
8.	RFP Q3: a. Has the Department identified stakeholder members of the technical workgroup? b. Does the Department envision multiple stakeholder groups for this work?	a. Yes. See Addendum #3 b. That is unknown at this time.
9.	Section 3, Scope of Work, Subsection 3.1, Paragraph 3.1.6: a. By “cost reporting” does the Department mean “cost survey”? b. Are cost reports currently collected by the Department for its Medicaid provider for BDS Medicaid Waiver services?	a. No. b. No.



No.	Question	Answer
10.	RFP Q5: a. Have providers been given training on cost reporting or allowable costs? b. When was the last time BDS requested cost reporting data from waiver providers?	a. No. b. This will be the first time.
11.	Section 3, Scope of Work, Subsection 3.1, Paragraph 3.1.7 and 3.1.8: Have the Supports Intensity Scale (SIS), Health Risk Screening Tool (HRST) and/or other tools already been administered for the populations receiving BDS services?	Yes.
12.	RFP Q7: Does the Department have an existing Cost Reporting Template?	No.
13.	RFP Q8: a. Is the Department requesting a draft cost report template used by a Vendor for a previous client? b. By “proposed plan”, is the Department requesting a work plan/project plan?	a. Yes, if it was part of the examples provided in proposals. b. Yes.
14.	Section 4, Finance, Subsection 4.1 Financial Standards, Paragraph: What is the maximum budget for this project?	Please see Section 5, Proposal Evaluation, Subsection 5.4, Budget, Staff List and Budget Narrative, Paragraph 5.4.2.
15.	Section 5, Proposal Evaluation, Subsection 5.4, Budget, Staff List and Budget narrative, Paragraph 5.4.1:	No.



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	Are budget sheets required for the two (2) renewal years as part of the proposal submission?	
16.	Section 6, Proposal Process, Subsection 6.2, Procurement Timetable: Will the Department extend the deadline to allow for at least five (5) business days between the publication of Department responses and the proposal submission deadline?	See Addendum #2
17.	Section 7, Proposal Outline and Requirements, Subsection 7.2, Outline and Detail, Paragraph 7.2.5, Proposal Narrative, Project Approach, and Technical Response: Does the technical response need to include responses to Sections 3.2, Reporting Requirements, 3.3. Performance Measures, 3.4, Compliance, and 3.5, Contract Monitoring Provisions?	Please see Section 7, Proposal Outline and Requirements, Subsection 7.2, Outline and Detail, Paragraph, 7.2.11, Required Attachments.
18.	Section 7, Proposal Outline and Requirements, Subsection 7.2, Outline and Detail, Paragraph 7.2.7: <ol style="list-style-type: none"> Is it acceptable for Proposers to use references from agencies they have previously completed work for? Are reference letters required? Will contact information and a project summary meet the requirements for the three (3) written references? 	<ol style="list-style-type: none"> Please see Section 7, Proposal Outline and Requirements, Subsection 7.2, Outline and Detail, Paragraph 7.2.7.1. Please see Section 7, Proposal Outline and Requirements, Subsection 7.2, Outline and Detail, Paragraph 7.2.7.2. Please see Section 7, Proposal Outline and Requirements, Subsection 7.2, Outline and Detail, Paragraph 7.2.7.2.
19.	Section 7, Proposal Outline and Requirements, Subsection 7.2 Outline and Detail, Paragraph	Please see Section 7, Proposal Outline and Requirements, Subsection 7.2 Outline and Detail,



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	<p>7.2.5 and Paragraph 7.2.11, Required Attachments, Subparagraph 7.2.11.1, Part 7.2.11.1.1:</p> <p>Which area should include responses to the questions?</p>	<p>Paragraph 7.2.11., Subparagraph 7.2.11.1, Part 7.2.11.1.1.</p>
20.	<p>Appendix A, P-37 General Provisions:</p> <p>Is the Department open to negotiating terms to the following paragraphs in Form P-37, General Provisions?</p> <ul style="list-style-type: none"> • Paragraph 4 - Conditional Nature of Agreement. • Paragraph 5 – Contract Price/Price Limitation/Payment. • Paragraph 6 – Compliance by Contractor with Laws and Regulations/Equal Employment Opportunity. • Paragraph 7 – Personnel. • Paragraph 8 – Event of Default/Remedies. • Paragraph 9 – Termination. • Paragraph 10 – Data/Access/Confidentiality/Preservation. • Paragraph 13 – Indemnification. • Paragraph 14 – Insurance. • Paragraph 16 – Notice. 	<p>The Department may consider negotiations to the identified terms. However, modifications are not guaranteed.</p>



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	<ul style="list-style-type: none"> Paragraph 23 – Severability. 	
21.	<p>Appendix A Exhibit A</p> <ul style="list-style-type: none"> a. Would the Department consider a limitation of liability for the resulting contract? b. Would the Department consider adding a clause that addresses Force Majeure? 	<ul style="list-style-type: none"> a. The Department may consider negotiating a reasonable limitation of liability with the selected vendor. Any limitation of liability must exclude the vendor's obligation to indemnify the Department for third party claims, data breach liability, breach of the Business Associate Agreement, and fraud or willful misconduct. b. Yes.
22.	<p>Appendix C</p> <p>Is the Appendix C, CLAS Requirements document required as part of the Proposal submission?</p>	Yes.
23.	<p>Appendix D – Budget Form</p> <ul style="list-style-type: none"> a. Please clarify which columns the proposer must complete on the Budget Sheet. b. Are Proposers able to provide overhead, fringe, and indirect costs as percentages of labor costs? c. Are Proposers required to fill out the "Contractor Share/Match" and "Funded by DHHS Contract Share" sections of the budget? d. How are costs allocated for the Contractor Share/Match and Funded by DHHS Contract Share columns on the budget? 	<ul style="list-style-type: none"> a. See instructions highlighted in yellow in the Appendix D, Budget Sheet. b. Overhead and Indirect costs should be reported in the indirect column of Appendix D, Budget Sheet, referenced in Section 5, Proposal Evaluation, Subsection 5.4, Budget, Staff List and Budget Narrative, 5.4.1. Fringe benefits should be reported in the direct expense column under line item #2, Employee Benefits. c. No, see instructions at the top of Appendix D, Budget Sheet. d. Please see Section 4, Finance, Subsection 4.1, Financial Standards.



No.	Question	Answer
24.	Appendix E – Program Staff List a. Please explain the intent for the column labeled, 'Amnt Funded by other sources for Budget Period.' b. Will that column auto calculate on the electronic versions of the forms?	a. This amount is used to determine the percentage of the individual's salary that is funded by the resulting contract. b. The amount entered in Column E will be used in the calculation of Column G.
25.	Appendix D and Appendix E Are Vendors that use fully loaded hourly rates, inclusive of all expenses, able to report rates by position in lieu of the individual cost categories?	No. Please complete each line item of the individual cost categories of Appendix D, Budget Sheet & E, Program Staff List as is explained in Section 5, Proposal Evaluation, Subsection 5.4, Budget, Staff List and Budget Narrative, 5.4.1.